

SUBJECT: PREPARATION OF FITNESS REPORTS FOR ORGANIZATION EMPLOYEESGENERAL

IT IS ORGANIZATION POLICY THAT AN EVALUATION BE PREPARED FOR EACH STAFF EMPLOYEE AND STAFF AGENT ONCE EACH YEAR AND THAT EMPLOYEES BE INFORMED CONCERNING THE EFFECTIVENESS OF THEIR WORK PERFORMANCE. REGULATION NO. [REDACTED] OUTLINES THE REQUIREMENTS AND PROCEDURES FOR THE PREPARATION OF THE INITIAL, ANNUAL, REASSIGNMENT, AND SPECIAL REPORTS. THE FITNESS REPORT, FORM NO. 45, IS USED TO RECORD EVALUATIONS. HOWEVER, AN EVALUATION IN MEMORANDUM FORM MAY BE SUBSTITUTED FOR FORM NO. 45 FOR EMPLOYEES IN GRADES GS-14 AND ABOVE.

INITIAL REPORT

A FITNESS REPORT WILL BE PREPARED FOR EACH EMPLOYEE AS OF NINE MONTHS AFTER HIS ENTRANCE ON DUTY WITH THE ORGANIZATION. THIS REPORT IS OF PARTICULAR IMPORTANCE IN PROVIDING A RECORD OF THE SUPERVISOR'S EVALUATION OF THE EMPLOYEE BEFORE THE COMPLETION OF HIS TWELVE-MONTH TRIAL PERIOD. AN INITIAL REPORT MAY BE DEFERRED FOR A PERIOD NOT TO EXCEED 30 DAYS BEYOND THE DUE DATE TO PROVIDE THE SUPERVISOR WITH ADDITIONAL TIME TO EVALUATE AN EMPLOYEE WHO HAS BEEN UNDER HIS JURISDICTION FOR LESS THAN 90 DAYS.

ANNUAL REPORT

A FITNESS REPORT WILL BE PREPARED ANNUALLY FOR EACH EMPLOYEE, EXCEPT WHEN A FITNESS REPORT HAS BEEN MADE FOR SOME OTHER PURPOSE WITHIN 90 DAYS OF THE ANNUAL REPORT DUE DATE. AN ANNUAL REPORT MAY BE DEFERRED UNTIL THE EMPLOYEE HAS BEEN UNDER THE JURISDICTION OF THE SUPERVISOR FOR 90 DAYS.

SCHEDULE FOR THE SUBMISSION OF ANNUAL REPORTS

<u>GRADES</u>	<u>TO BE COMPLETED BY</u>
GS-1 THROUGH GS-6	30 JUNE
GS-7 THROUGH GS-10	30 SEPTEMBER
GS-11 THROUGH GS-12	31 DECEMBER
GS-13 AND ABOVE	31 MARCH

INSTRUCTIONS

25X1A

FOR THE ADMINISTRATIVE OFFICER: THE FITNESS REPORT WILL BE PREPARED IN ACCORDANCE WITH [REDACTED] AND BE SUBMITTED IN TRIPPLICATE TO THE HEAD OF THE CAREER SERVICE CONCERNED. THE HEAD OF THE CAREER SERVICE WILL RETAIN ONE COPY AND WILL FORWARD THE ORIGINAL AND OTHER COPY TO THE OFFICE OF PERSONNEL.

SECTION A GENERAL -- SELF-EXPLANATORYSECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES

IN THIS SECTION THE SUPERVISOR WILL LIST THE MOST IMPORTANT DUTIES THE EMPLOYEE HAS PERFORMED DURING THE RATING PERIOD AND WILL RATE EACH DUTY SEPARATELY. DUTIES SHOULD BE LISTED IN ORDER OF IMPORTANCE. COMPARE WHEN POSSIBLE THE INDIVIDUAL BEING RATED WITH OTHERS PERFORMING THE SAME DUTY AT A SIMILAR LEVEL OF RESPONSIBILITY. TWO INDIVIDUALS WITH THE SAME JOB TITLE MAY BE PERFORMING

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SECTION B (CONTINUED)

DIFFERENT FUNCTIONS AND SHOULD BE RATED ON DIFFERENT DUTIES. VERY CAREFUL CONSIDERATION SHOULD BE GIVEN TO THE LISTING OF DUTIES AND THE RATING GIVEN EACH DUTY BECAUSE THIS SECTION IS AN IMPORTANT BASIS FOR THE EVALUATION OF THE EMPLOYEE FOR FUTURE ASSIGNMENTS. IF THE JOB REQUIRES MAINTAINING FILES, SAY WHAT KIND; IF IT REQUIRES PREPARING CONTRIBUTIONS TO HIS CHAPTERS, SAY WHAT CHAPTERS; IF IT REQUIRES INTERVIEWING JOB APPLICANTS, SAY WHAT LEVEL OR FOR WHAT KIND OF JOBS; IF IT REQUIRES CONDUCTING INVESTIGATIONS, TELL WHAT KIND AND FOR WHAT PURPOSE; IF IT REQUIRES LIAISON ACTIVITIES, TELL WHAT KIND AND WITH WHOM; IF IT REQUIRES ANALYZING REPORTS OR PREPARING REPORTS, TELL WHAT KIND, WHAT SUBJECTS, AND FOR WHAT PURPOSE.

EXAMPLES: "OPERATES 1250 MULTILITH PRESS" -- NOT "OPERATES PRESS."  
"TYPES RESEARCH REPORTS HAVING MANY TABLES" -- NOT "TYPES."  
"SERVES AS SENIOR CASE OFFICER FOR 7 IMPORTANT CURRENT OPERATIONS USING KNOWLEDGE OF FRENCH AND POLISH LANGUAGES" -- NOT "SENIOR CASE OFFICER."  
"SUPERVISES SECOND-LINE SUPERVISORS WHO DIRECT ECONOMIC RESEARCH" -- NOT "DIRECTS RESEARCH."  
"RESPONSIBLE FOR PROCESSING FISCAL, FINANCIAL, AND BUDGET REPORTS FOR AN OPERATING BRANCH OF 50 PEOPLE" -- NOT "FINANCIAL SUPPORT."

SECTION C EVALUATING OVERALL PERFORMANCE IN CURRENT POSITION

IN MAKING THIS RATING THE SUPERVISOR SHOULD TAKE INTO ACCOUNT THE EMPLOYEE'S CONDUCT ON THE JOB AS WELL AS HIS PERFORMANCE ON ALL SPECIFIC JOB DUTIES. EACH SUPERVISOR WILL WEIGH THESE FACTORS IN HIS OWN MIND SO AS TO ARRIVE AT A RATING WHICH WILL REFLECT AN EMPLOYEE'S VALUE ON THE JOB. IT IS QUITE POSSIBLE FOR AN INDIVIDUAL TO BE RATED HIGH ON A NUMBER OF SPECIFIC DUTIES AND YET RATED AVERAGE OR BELOW ON OVERALL PERFORMANCE BECAUSE HIS CONDUCT ON THE JOB INTERFERES WITH GETTING THE WORK DONE. CONVERSELY, A PERSON WITH RELATIVELY LOW RATINGS ON CERTAIN SPECIFIC DUTIES MAY BE RATED HIGH ON OVER-ALL JOB PERFORMANCE BECAUSE HIS CONDUCT ON THE JOB FACILITATES THE WORK OF THE OFFICE OR BECAUSE OF OTHER PERSONAL QUALITIES THAT HE BRINGS TO THE JOB.

SECTION D DESCRIPTION OF THE EMPLOYEE

IN THIS SECTION THE SUPERVISOR CONSIDERS THE EMPLOYEE FROM A SUCCESSION OF DIFFERENT ANGLES AND MAKES A NUMBER OF CLOSE JUDGEMENTS ABOUT HIM. THESE JUDGEMENTS SHOULD BE BASED ON THE CHARACTERISTICS DEMONSTRATED BY THE INDIVIDUAL IN HIS CURRENT POSITION. THIS SERIES OF STATEMENTS APPLY IN SOME DEGREE TO MOST PEOPLE, BUT SHOULD BE CHECKED ONLY WHEN SUCH RATINGS ASSIST IN THE DESCRIPTION OF THE INDIVIDUAL. THIS SECTION IS A GOOD TEST OF THE SUPERVISOR'S ABILITY TO OBSERVE HIS SUBORDINATES.

SECTION E NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

IN THIS SECTION THE SUPERVISOR DESCRIBES THE EMPLOYEE'S DEMONSTRATED ABILITIES OR DEFICIENCIES IN THE PERFORMANCE OF HIS PRESENT JOB. ANY RELATIVELY HIGH OR VERY LOW RATINGS IN SECTIONS B, C AND D SHOULD BE JUSTIFIED BY SUPPORTING STATEMENTS. IN ADDITION, THE SUPERVISOR MAY COMMENT HERE ON ANY EXTEMUATING CIRCUMSTANCES WHICH AFFECT THE PRODUCTIVITY AND EFFECTIVENESS OF THE EMPLOYEE.

SECTION F CERTIFICATION -- SELF-EXPLANATORY

## FITNESS REPORT

CONSULT ATTACHED INSTRUCTION SHEET BEFORE COMPLETING THIS REPORT

SECTION A			GENERAL		
1. NAME (Last)	(First)	(Middle)	2. BIRTH DATE	3. SEX	4. GRADE
6. OFFICIAL POSITION TITLE			7. OFF/DIV / BR OF ASSIGNMENT		
9. DATE REPORT DUE IN OR From		10. PERIOD COVERED BY THIS REPORT To		11. MONTHS UNDER MY SUPERVISION	8. CAREER STAFF STATUS
12. TYPE OF REPORT (Check one)		SPECIAL (Specify)	INITIAL	REASSIGNMENT - SUPERVISOR	
		ANNUAL		REASSIGNMENT - EMPLOYEE	
DEFERRED DENIED					

## SECTION B

## EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES

LIST UP TO SIX OF THE MOST IMPORTANT SPECIFIC DUTIES PERFORMED DURING THIS RATING PERIOD. RATE PERFORMANCE ON EACH SPECIFIC DUTY, CONSIDERING ONLY THE EFFECTIVENESS IN PERFORMANCE OF THAT DUTY. ALL EMPLOYEES WITH SUPERVISORY RESPONSIBILITIES MUST BE RATED ON THEIR ABILITY TO SUPERVISE.

DESCRIPTIVE RATING NUMBER	1. INCOMPETENT IN THE PERFORMANCE OF THIS DUTY	6. PERFORMS THIS DUTY IN AN OUTSTANDING MANNER
	2. BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY	FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS
	3. PERFORMS THIS DUTY ACCEPTABLY	7. EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY
	4. PERFORMS THIS DUTY IN A COMPETENT MANNER	
	5. PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB	

SPECIFIC DUTY NO. 1	RATING NUMBER	SPECIFIC DUTY NO. 4	RATING NUMBER
SPECIFIC DUTY NO. 2	RATING NUMBER	SPECIFIC DUTY NO. 5	RATING NUMBER
SPECIFIC DUTY NO. 3	RATING NUMBER	SPECIFIC DUTY NO. 6	RATING NUMBER

## SECTION C

## EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION

TAKE INTO ACCOUNT EVERYTHING ABOUT THE EMPLOYEE WHICH INFLUENCES HIS EFFECTIVENESS IN HIS CURRENT POSITION - PERFORMANCE OF SPECIFIC DUTIES, PRODUCTIVITY, CONDUCT ON THE JOB, COOPERATIVENESS, PERTINENT PERSONAL CHARACTERISTICS OR HABITS, PARTICULAR LIMITATIONS OR TALENTS, ETC.

RATING NUMBER	1. UNSATISFACTORY	NOTE:
	2. BARELY ADEQUATE	IF OVERALL EVALUATION IS <u>UNSATISFACTORY</u> , ATTACH COPY OF
	3. SATISFACTORY	MEMORANDUM TO THE EMPLOYEE REGARDING HIS PERFORMANCE.
	4. EXCELLENT	IF OVERALL EVALUATION IS <u>OUTSTANDING</u> , JUSTIFY THIS EVALUATION IN SECTION E.
	5. OUTSTANDING	

## SECTION D

## DESCRIPTION OF THE EMPLOYEE

IF EMPLOYEE IS DEFICIENT WITH RESPECT TO ANY CHARACTERISTIC, RATE 1; IF OUTSTANDING, RATE 5.  
(IT IS EXPECTED THAT MOST RATINGS WILL BE 2, 3 OR 4)

PERSONAL CHARACTERISTICS	NOT APPL.	NOT OBS.	RATING				
			1	2	3	4	5
GETS THINGS DONE							
RESOURCEFUL							
ACCEPTS RESPONSIBILITIES							
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES							
DOES HIS JOB WITHOUT STRONG SUPPORT							
FACILITATES SMOOTH OPERATION OF HIS OFFICE							
WRITES EFFECTIVELY							
SECURITY CONSCIOUS							

## SECTION E

## NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

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STRESS STRENGTHS AND WEAKNESSES DEMONSTRATED IN CURRENT POSITION. INDICATE SUGGESTIONS MADE TO EMPLOYEE FOR IMPROVEMENT OF HIS WORK. AMPLIFY OR EXPLAIN, IF APPROPRIATE, RATINGS GIVEN IN SECTIONS B, C AND D TO PROVIDE THE BEST BASIS FOR DETERMINING FUTURE PERSONNEL ACTIONS.

## SECTION F

## CERTIFICATION

## 1. FOR THE EMPLOYEE:

I CERTIFY THAT I HAVE SEEN THIS FITNESS REPORT

DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

## 2. FOR THE SUPERVISOR:

IF THIS REPORT HAS NOT BEEN SHOWN TO THE EMPLOYEE, GIVE REASON

EXPLANATION: \_\_\_\_\_

DATE \_\_\_\_\_

TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR

OFFICIAL TITLE \_\_\_\_\_

## 3. FOR THE REVIEWING OFFICIAL: (CHECK ONE BOX)

  
  
  
  

I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.

I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.

I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.

I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH EMPLOYEE'S PERFORMANCE.

COMMENTS: \_\_\_\_\_

DATE \_\_\_\_\_

TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL  
OFFICIAL TITLE \_\_\_\_\_